NORTH SCOTT

CHILD CARE

CENTER

PARENT HANDBOOK

NEIL ARMSTRONG ELEMENTARY SCHOOL
212 S. Park View Drive
Eldridge, Iowa 52748
285-9710

GOALS AND PURPOSES

The North Scott Child Care Center is an early childhood facility administered by the North Scott Community School District. The School District is guided by policies outlining out educational philosophy and goals. The Child Care Center, as an integral part of the District, would be served by these same policies. The main goal of the Center, however, is to offer the best possible preschool program and/or day care services that are most appropriate for each child's age, abilities and needs.

The staff at the Center will attempt to help each child realize a feeling of positive self-worth and self assurance. When a child feels good about himself/herself, learning and an understanding of others are enhanced. A healthy self-concept also aids in the development of pride in each child's achievements and progress.

The programs at the Center are carefully designed to stimulate motivation and learning in a controlled, non-threatening environment. Children will be exposed to opportunities to enjoy learning in groups or alone. Preschool activities are not a duplication of the kindergarten program. Play activities are also utilized as important vehicles for learning.

Parent involvement is encouraged at all times. The Center will only be successful if it enjoys the support of parents in conjunction with the important feedback that parents can offer to the staff regarding all phases of the Center.

POLICIES AND PROCEDURES

ENROLLMENT REQUIREMENTS

State laws require that the Center keep on file a complete medical examination and a certificate of immunization for every child. These must be completed and returned to the Center before the first day of attendance. All forms must be signed and dated by the physician and by the parents. The immunizations are required:

- 3 doses of combined diptheria, tenus and pertussis
- 3 doses of trivalent oral polio vaccine
- 1 dose of rubeola vaccine after 12 months of age or 15 months of age, if after 2-1-81
- 1 dose of rubella vaccine after 12 months of age or 15 months of age, if after 2-1-81

PAYMENT OF FEES

Day care fees are payable at the end of each week. Arrangements can be made with the Director for alternative methods of payment. Payments should be made to the Director or his/her designee. No bill will be allowed to exceed the $200.00 limit!

WITHDRAWAL

Parents wishing to withdraw their child from the Center must give notice at least one week in advance. The notification is desired because staff is scheduled in advance, according to the enrollment number.

CLOTHING AND SUPPLIES

The children are requested to dress in play cloths. Parents need to send an extra change of clothing for their child, regardless of their age. (Please put your child's name on all clothing)

Day care children need 2 small sheets, a plastic tub/bin, a toothbrush and toothpaste, and a box of kleenex. Please do not send sleeping bags, pillows, large blankets or quilts, as they are too difficult to store. (We have limited storage for these items.) Parents will be asked to launder their children's sheets twice a month, as required by the Dept. of Human Services.

SICK DAYS - DAY CARE

Each child enrolled in the day care program will be granted 10 sick days. No fees will be charged for 10 or less absences. When 10 sick days have been used, you may pay a $20.00 fee and receive 5 more sick days. This option is only available 1 time per school year. Regular fees will be charged after all sick days have been used up. In case of a lengthy illness (10 days or more), your child may be temporarily dropped from the program, saving your sick days. The fee of $20.00 will be charged for re-enrollment. Snow days count as absences if the Center is open and your child does not attend. (See EMERGENCY CENTER CLOSING.) There are no sick days for children attending pre-school only.

ABSENCE

Parents are asked to notify the Center whenever a child will not be in attendance. The Center must be notified before 9:00am, when our lunch count is called in. The phone numbers are 285-4450 for Long Grove and 285-9710 for Park View. If notification is not given, you will be charged for the full day.

ARRIVAL AND DEPARTURE

In order to ensure a safe arrival, parents are asked to bring their children into the Center, and to the front desk. Preschool children should not arrive any sooner than 5 minutes before the scheduled time and be picked up no later than 5 minutes later than the scheduled dismissal time.

Emergencies do happen, so please notify the Center as soon as possible if you will be late in picking up your child. A child is easily frightened after all of the other children have left and he/she doesn't understand why Mom or Dad is late.

LATE PICK-UP

The Center realizes that occasioally you may pick your child up later than usual, but, the time of closing (6:00pm) for the Center must be respected. A late fee will be charged for each time a child departs after closing time. Failure to comply with this rule will result in a charge of $3.00 for every 10 minutes the child is picked up late. Repeated late pick-ups will result in the child being dropped from the program.

NOTE: Children can only be released to parents or individuals so specified on the Pick-up Permission Form. Please call if a person other than the parent is going to pick up the child. We will check their I.D.'s.

EMERGENCY CENTER CLOSING

Weather or other emergency conditions may result in a need for the Center to close. All information relating to closing will be broadcast over radio stations WOC, WHBF, KIIK, WXLP, WLLR, KRVR as soon as possible. (Usually before 6:00am) The Center will close if the school district closes. Make-up days for the preschool will be the same as the school district. (See enclosed calendar) You will not be charged for days that the Center is closed.

ILLNESS

It is the Child Care Center's staff's decision as to whether a child is too sick to attend or to remain in the Center. One of the following conditions is sufficient to keep a child at home;

a. a contagious disease (not to include the common cold)
b. a fever
c. diarrhea and/or vomiting

It is a good idea to have alternative arrangements made in advance, for those times when your child is ill. If a child becomes ill at the Center, parents will be called immediately and requested to pick up the child. Other designated persons may also be called. The Director may request a written consent from the doctor in order for the child to return to the Center.

Parents of children who have been hospitalized or under a physician's care, will need to meet with the Director before the child can return to the Center. The purpose of this conference is to review any specific needs of the student that can be met by the staff, in order to aid in the recuperation process.

MEDICATIONS

Written authorization must be given by the parents before a child can be given oral or surface medication. A form granting this authorization is available at the desk. It must be fully completed and signed by the parent before the child is left at the Center.

All medications and prescription medications must be in the original container, accompanied by a physician's/pharmacist's directions. The Center can only give medications that are prescribed for the child who is to receive them.

ACCIDENTS

Parents will be notified immediately if their child is involved in an accident at the Center. An Emergency Medical Consent form must be completed when a child enrolls. This form should be updated when any of the necessary information changes. Accident reports will be filled on any accident that occurs while your child is in our care. In the case of minor accidents, such as scraped knees, bumps and bruises, you will not be called, but an accident report will be filled out and presentd to you when you pick up your child.

PARKING

Please enter the Neil Armstrong child care site by way of S.Park View Drive. One way traffic entering from S. Park View Drive is desired. The Cnter entrance is the first entrance you come to when pulling in the drive way.(On the right side of the school building.)

Parking is available at the east side of Alan Shepard Elementary School. The east door leads directly into the Center at this site.

DISCHARGE

Reasons for the discharge of a child may include the following;

- -Inadequate enrollment and information forms
- -Incompatibility between the child and the program
- -Violation of policies/rules
- -Continued schedule infractions
- -Continued disruptive behavior and/or aggressive behavior toward staff and other children
- --Any other reason whereby the Director deems that the enrollment of the child is not in the best interests of the Center. In all instances, a conference will be arranged by the Director, with the parents, prior to the possible discharge.

CLIENT GRIEVANCE PROCEDURE

Any client with a grievance toward the Center's policies or staff, shall make their grievance known to either the Center's Director, Program Director, or building principle. Any grievance which is not resolved by the Directors and/or Principle, shall be brought before the Day Care Advisory Board, consisting of the Superintendent, building Principles, Child Care Directors, and a parent board member.

Any grievance which is not resolved shall be brought to the attention of the North Scott Community School Board.

SPECIAL NEEDS STUDENTS

The personel at the N.S.C.C.C. recognize the need to serve children with special needs. The parent/guardian of the special needs student will be expected to supply all regularly required forms; yearly physical, immunization card, medical consent, etc.

In consideration of the welfare of all children, the special needs student cannot detract from the day to day routines at the N.S.C.C.C. The Director of the Center reserves the right to discharge any child, according to the discharge policies previously stated in this handbook.

PRACTICUM STUDENTS

The Center may serve as a practicum and student teaching site for college and high school students who are interested in early childhood education, child development and/or other related educational programs. In all instances, the students are properly supervised.

GENERAL INFORMATION

HOURS: Day care 6:00am - 6:00pm
Preschool 9:00am - 11:00am

AGES : The North Scott Child Care Center will enroll children ages 2½ to 10 years. Two year olds may be enrolled if they are toilet trained and able to cope in a moderately structured environment.

COSTS:

Registration fee - (Non-refundable)	$20.00
Preschool only	$ 7.00 a day
Day care - Full day (over 5 hours)	$14.00 a day
Day care - Half day (under 5 hours)	$10.00 a day
Before/After school (2 hours or less)	$ 5.00 a day

* A busing fee is charged if the Center is responsible for busing. To/from Long Grove/Park View/Eldridge $3.00 wk
To/from Donahue and Princeton $5.00 wk

1991 -1992 Calendar

July 4, 1991	Center closed for 4th of July
August 26, 1991	First day of school
Sept. 2, 1991	Center closed for Labor Day
October 28, 1991	No public school-Center open
Nov. 8, 1991	No elementary school-Center open
Nov. 28 & 29, 1991	No public school-Center closed on the 28th , open on the 29th
Dec. 23 - Jan. 3	No public school-Center closed on Dec. 25th and Jan. 1st only
Jan. 20, 1992	No public school-Center open
Feb. 17, 1992	No public school-Center open
March 25, 1992	No public school-Center open
March 26 - 30, 1992	No public school-Center open
April 17 & 20, 1992	No public school-Center open
May 25, 1992	Center closed for Memorial Day
June 3, 1992	Last day of public school
June 4, 5 and March 30	Make-up days, Snow days etc.